



Office of Accreditation and Teacher Quality
700 Governors Drive
Pierre, South Dakota 57501

Teacher Certification Renewal Application **Instructions & Requirements**

Five-year renewal - In order to renew your certificate for five years, you must have obtained at least six semester hours (nine quarter credits or equivalent combination) or CEU credits (90 clock hours of credit earned since September 1, 2000). Any combination of six semester hours completed between the date of issuance of the current valid certificate and the application for renewal from any accredited post-secondary institutions (including community colleges and postsecondary technical institutes), renewal credits approved by the Department of Education (DOE) or CEUs may be used for renewal.

Effective October 1, 2005, a minimum of three of the six semester hours must be “college transcribed” hours. If renewal credits (DOE or CEU) were earned before January 1, 2004, they will be accepted in lieu of the requirements for teacher renewal credits that are effective on October 1, 2005, if the credits are earned between the period of the last issuance date of the current certificate and January 1, 2004. Any renewal credits earned after January 1, 2004, must meet the new October 1, 2005, requirements as laid out in § 24:15:03:06.

College credit may be graduate or undergraduate and may include workshops, telecourses, extension courses, and independent study or correspondence courses from accredited colleges or universities. **Credits taken after the issue date on your certificate will count toward the next renewal.**

All credits must relate to the area in which the teacher is qualified to teach or be applicable to an added endorsement or advanced degree in education. Teachers with limited vocational certificates must comply with the requirements of their professional development plan.

One-year renewal – If you have let your certificate lapse and do not have six hours of recent credit or if you do not have the required six hours of credit, you are eligible for a one-year certificate.

To renew your certificate, mail the following to the Department of Education, Office of Accreditation & Teacher Quality, 700 Governors Drive, Pierre, SD 57501:

- The completed renewal application form, including the Applicant Conduct Review Statement;
- The non-refundable \$30 certification fee for a five-year certificate or a \$15 certification fee for a one-year certificate in the form of money order, or cashier's or personal check payable to the Department of Education;
- An indication of any additional endorsement(s) you wish to add along with the appropriate official transcript(s) to support your request. If completion of an “approved Program” is required to obtain the endorsement(s), you will need to include the university sign off form: <http://doe.sd.gov/oatq/teachercert/docs/AddPrepSignOff.doc>

- The official transcript(s) for the semester hours, Department of Education renewal credit form(s), or verification of the CEUs you have completed for the renewal of your five-year certificate or for any endorsements. (No need to include transcripts for a one-year certificate).

HUMAN RELATIONS AND INDIAN STUDIES REQUIREMENT

If you were issued a South Dakota teaching certificate or graduated from a South Dakota institution prior to July 1, 1993, and were eligible for a South Dakota certificate, you must complete a one-semester hour course in human relations prior to your next renewal if you let your certificate lapse. The course must be entitled Human Relations or must have been approved by the Office of Accreditation & Teacher Quality as meeting the six established strands for the course located at <http://doe.sd.gov/oatq/teachercert/indianstudies.asp> . The course can be college transcript or Department of Education renewal credit. It may be part of the six credits required for renewal. The course must be completed only once. Three semester hours of Human Relations and three of South Dakota Indian Studies are required of out-of-state graduates for the issuance of a five-year certificate.

RENEWAL APPLICATION FOR A SOUTH DAKOTA TEACHER CERTIFICATE

Office of Accreditation and Teacher Quality, 700 Governors Drive, Pierre, SD 57501 Phone 605-773-3553

I currently hold a _____ certificate, which expires(ed) _____.

_____ I am applying for a 5-year certificate. (\$30.00)

_____ I am applying for a 1-year certificate. (\$15.00)

_____ Please add an endorsement(s) in _____ to my certificate. Please indicate if you wish to add this endorsement by transcript analysis _____ or a Praxis test score _____.

Praxis test #: _____ Praxis test score: _____ (You will need to verify this by submitting a copy of your test results).

Note: There is no additional fee charged if added at time of renewal. **Do not list endorsements that you currently hold.**

Social Security Number

Date of Birth

Last Name First Initial

Phone (Day)

Current Address

Phone (Evening)

City State Zip+4

Email (Work)

Email (Home)

Yes **No** Have you ever held a South Dakota Teacher Certificate under a different last name? If yes, under what name?

Summary of Credits

Title/Course # Description	Date	Institution	# renewal credits or combo of 6 DOE/9 CEU until October 1, 2005
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Each credit must be verified by an official transcript(s) or a Department of Education (DOE) renewal credit certificate, or a CEU. Indicate transcript(s) previously submitted with an asterisk (*).

Teaching Experience Since Issuance of Previous Certificate

Years/Months	Grade/Subject Area	School Address/Phone	Superintendent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR OFFICIAL USE ONLY

CERT # _____	HR _____
ISSUED _____	SDIS _____
CERT TYPE _____	FEE _____
ACAD PREP _____	ENDORS _____

APPLICANT CONDUCT REVIEW STATEMENT
SDCL 13-42-9, 13-42-10, 25-7A-56

GENERAL INFORMATION AND INSTRUCTIONS

Applicants **must** respond to all questions before an application for certification can be processed.

IDENTIFICATION INFORMATION	
Applicant Full Name (Last, First, Middle)	Previous Full Name or (nickname)
Social Security Number	Date of Birth (Mo., Date, Year)

Respond to **EVERY** item. If an arrow (➡) follows your response, follow the instruction given and attach any/all requested materials to your application, numbering the attachments with the number of the applicable item. If you do not respond to an item, or if the required attachments do not accompany your application, your application **will not be processed and will be returned**.

1. Have you ever, or since your previous certificate was issued, been summoned, arrested, taken into custody, indicted, convicted **OR** tried for, **OR** charged with, **OR** pleaded guilty to, any felony or misdemeanor crime involving moral turpitude, including traffic in either controlled substances or marijuana, or both?

Note that the term “crime” does include a misdemeanor, a gross misdemeanor, a felony, or a charge which resulted in a stay of imposition of sentence. The term “convicted” includes a finding of guilt by a jury or judge, an admission of guilt or plea of guilty, or a plea without an admission of guilt. You are considered convicted whether or not the sentence is stayed or executed.

☐ YES ➡ If you answered “**YES**” to this item, please attach any court documents indicating the crime for which you were convicted, the dates of your conviction or plea of guilty, and the dates you were sentenced, and the sentence imposed. If you have been discharged from probation, include information regarding your discharge from probation. If you are currently on probation, provide the name and telephone number of your probation officer.

☐ NO

2. Have you ever, or since your previous certificate was issued, had any credential authorizing school teaching or service suspended, revoked, voided, denied, cancelled, rescinded, and/or otherwise rejected for cause in South Dakota or in any other state, commonwealth, territory, or possession of the United States of America?

☐ YES ➡ If **YES**, attach documents explaining the action or charges, location(s) date(s), and the agency involved.

☐ NO

3. Is there any type of disciplinary action or adverse action now pending against any credential you hold that authorizes school teaching or service?

☐ YES ➡ If **YES**, attach documents explaining the action or charges, location(s), date(s), and the agency involved.

☐ NO

4. Have you ever left employment to avoid dismissal or disciplinary action?

☐ YES

☐ NO

5. Have you ever applied for or held a license, other than as a teacher or administrator, for which the procurement of proof of good character was required (i.e., certified public accountant, insurance agent, real estate broker, etc.)?

☐ YES ➔ If **YES**, state the license applied for, the date of application, the name and address of the person for whom the license is issued, the disposition of the application, and if granted, the present status of each such license.

☐ NO

6. Are there any other facts not disclosed by your answers concerning your background, history, experience, education, or activities that may have some bearing on your character, moral fitness, or eligibility to teach or hold an administrative position in South Dakota and that should be placed at the disposal or brought to the attention of the Department of Education?

☐ YES ➔ If **YES**, state the facts fully but concisely on attached sheet.

☐ NO

Warning: Failure to answer any of these questions in a truthful manner or failure to provide the information requested could lead to disciplinary action being taken against any teaching or school administrative certification that you possess.

NOTE: Effective July 1, 2000, criminal background checks **must** be conducted on **all** persons hired by a school district (either directly or by contract) at the time of the person's employment, utilizing fingerprint checks from state and federal records.

- **SDCL 13-42-9** Provides for the revocation or suspension of a certificate, including suspension for jumping contract.
- **SDCL 13-42-10** Provides for the revocation or refusal of a certificate upon the conviction of a crime involving moral turpitude and including trafficking in either controlled substances, marijuana, or both.
- **SDCL 25-7A-56** Indicates that certificates will not be issued to anyone in child support arrears.

AUTHORIZATION

I hereby authorize the Department of Education to review and inspect court and law enforcement records maintained by the state or the federal government for the purpose of verifying the answers submitted above and specifically waive any privacy right or personal right to prior notice that may attach to these records.

I declare and affirm under penalties of perjury pursuant to SDCL 22-29-9.1 that this application has been examined by me, and to the best of my knowledge and belief, is in all things true, complete and correct. I understand that any intentional misrepresentation or omission of facts or falsification of statements on accompanying documents may result in criminal charges and/or the denial of certification, and could affect the status of my teaching or school administrative certificate.

Signature of Applicant

Date

